



## **CITY OF MORGAN HILL**

**17555 PEAK AVENUE MORGAN HILL, CALIFORNIA 95037**

### *Filing Requirements for*

### **ZONING AMENDMENT**

#### **A. PURPOSE**

The Zoning Amendment process is intended to allow for change of a zoning classification of a property, or group of properties, or allow for modification to the provisions of the zoning ordinance, when the public necessity, convenience and general welfare require such an amendment and providing such an amendment is consistent with the General Plan.

All zoning Amendment applications are reviewed by the City's Planning Commission and City Council per Chapter 18.62 of the Municipal Code.

#### **B. FILING REQUIREMENTS**

1. Initial Submittal (See Filing Schedule):
  - a. Uniform Application.
  - b. **Fifteen (15)** copies of submittal plans (see section C).
  - c. Legal Description (see section D).
  - e. Filing Fees (see Fee Schedule attached to the Uniform Application)
  - f. Environmental Assessment.
2. Final Submittal (See Filing Schedule)
  - a. Fifteen (15) additional sets of submittal plans.
  - b. 8 1/2" x 11" reduced transparencies for each sheet of the submittal plans.
  - c. As of January 8, 1991, in accordance with Assembly Bill 3158, Chapter 1706, the County Clerk's Office will be charging the following fees for processing environmental documents.
    - \$25 for processing Notice of Determinations;
    - \$1,250.00 for processing Negative Declarations which require review by the State Department of Fish and Game; and
    - \$850.00 for processing Environmental Impact Reports which

require review by the State Departments of Fish and Game.  
The project planner will inform you as to the amount which will be required, if any, for environmental work relevant to your project. Any check(s) required should be made payable to the "County Clerk" and shall be submitted as part of the final submittal.

**C. SUBMITTAL PLANS**

**1. PLAN PREPARATION AND GUIDELINES**

\_\_\_\_\_ All plans shall be drawn on uniform sheets no greater than 24" x 35" in size (or as approved by the Community Development Department).

\_\_\_\_\_ All plans shall be stapled together along the left margin.

\_\_\_\_\_ All plans shall be folded into 1/8 sections or folded size not be exceed 9" x 12".

\_\_\_\_\_ All plans shall be clear, legible and accurately scaled.

**2. ZONING PLAT**

Size: 8.5" x 11" (labeled Exhibit A)

The following information shall be included on the plat.

\_\_\_\_\_ Title block to read as follows:

Map Showing Rezoning Lands of \_\_\_\_\_.

Being a part of Ordinance No. \_\_\_\_\_, New Series.

\_\_\_\_\_ Date, scale, and preparer of plat.

\_\_\_\_\_ Legend and north arrow.

\_\_\_\_\_ Existing and proposed zoning boundary lines.

\_\_\_\_\_ All bearings, distances, lot numbers, and references used in the description including point of beginning.

\_\_\_\_\_ Assessor's Parcel Number.

\_\_\_\_\_ All roads and width of roads.

\_\_\_\_\_ All plans shall be clear, legible and accurately scaled.

**D. LEGAL DESCRIPTION**

Provide Legal description (metes and bounds) for the area of the proposed zoning amendment.

**E. PUBLIC HEARING REQUIREMENTS**

\_\_\_\_\_ Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers).

\_\_\_\_\_ Two sets of stamped, addressed, legal size envelopes (do not use postage meter,

and no return address) of all property owners from above list.

**F. LETTER OF JUSTIFICATION**

Provide written justification outlining our request for a zoning amendment. Answer the following questions, and provide an explanation of your responses.

1. Is the proposed zoning amendment in general conformance with the General Plan?
2. Does the public necessity, convenience, and general welfare require the adoption of the proposed amendment?

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Revised 5/16/01